

Senior Corps Litmos Orientation

Your New Home for Online Learning



Welcome!

Welcome to Litmos, the new online learning management system (LMS) of the Corporation for National and Community Service (CNCS). A learning management system is a tool to help learners and instructors get the most out of online courses and other learning tools. Litmos will house all of CNCS' online courses in the future.

Using the system, grantees can track their progress more easily, making it possible to come back to a course and pick up where you left off and to verify that you have completed required coursework. Other benefits include tracking your course history, storing certificates of completing, communicating directly with course creators or instructors and participating in discussion forums. Grantees can also complete training using their smart devices. Finally, Litmos makes it easier for Senior Corps to quickly develop interactive, engaging online learning tools for all of our grantees.

This brief orientation will give Senior Corps grantees all the information they will need to get started with Litmos.

Creating an Account

Senior Corps provided its grantees with Litmos accounts based on information in eGrants in December 2016. If you received access at this time, check your email for a message from Senior Corps titled "How to Get Started with Litmos." If you did not automatically receive an account, you can still access the system using the steps below:

1. Go to <https://cncsonlinecourses.litmos.com/self-signup/>.
2. Enter the required information.
3. In the **Code** field, enter the following:
 - a. SC-FGP if you represent a Foster Grandparent Program
 - b. SC-RSVP if you are an RSVP Program
 - c. SC-SCP if you are a Senior Companion Program
4. Click "Register".
5. If you are affiliated with two different Senior Corps programs (for example, your sponsor has a Foster Grandparent and Senior Companion Program), enter only one code at first. After you hit register, visit <https://cncsonlinecourses.litmos.com/self-signup/> again and enter the code for

the second program. Litmos will not duplicate you, but instead add you to the team.

Finding Courses

After you gain access to the system, it's time to find the courses that you need to engage older Americans in service to their community! You'll find the courses you need in two places:

1. **The Learner Dashboard:** The courses you find here are either required or strongly recommended for your specific program. These are courses every grantee within your specific program could benefit from. See Figure 1 on the next for more information. **Note that if a course is required, you will be notified through other communication channels. Appearing in this space does not in and of itself mean that a course is required. It highlights *both required and strongly recommended* courses.**

These are also the courses referred to in the "To-Do" box. The number of courses listed as "To-Do" may not match the number of courses you see in your dashboard, as the dashboard may include some "Learning Paths," which are collections of related courses.

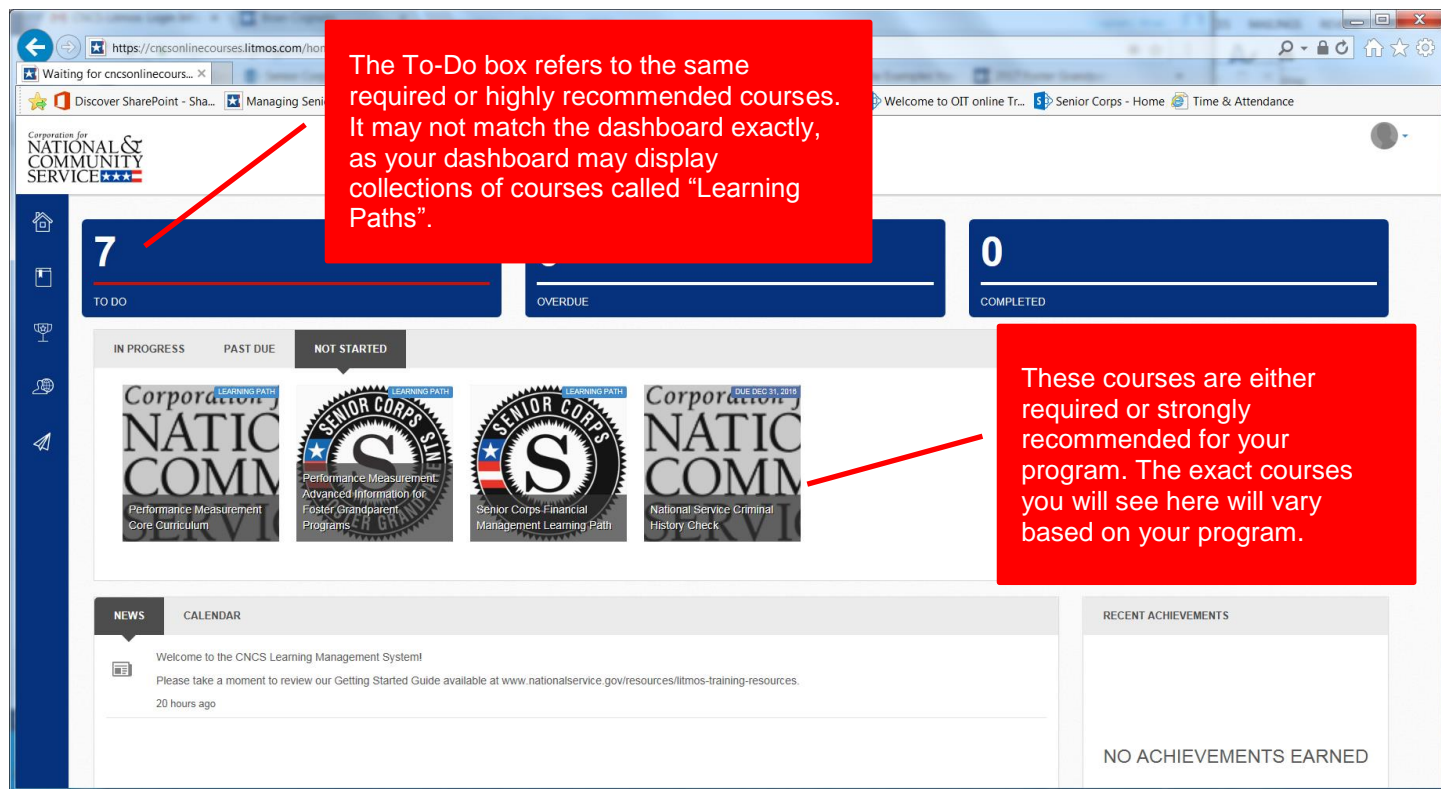


Figure 1 - The Learner Dashboard

2. **The Course Library:** The Course Library is a large collection of all courses available to users of Litmos. It includes courses for Senior Corps grantees, as well as other populations of CNCS learners. You can access it by clicking the icon that looks like a book on the left-hand menu. See Figure 2.

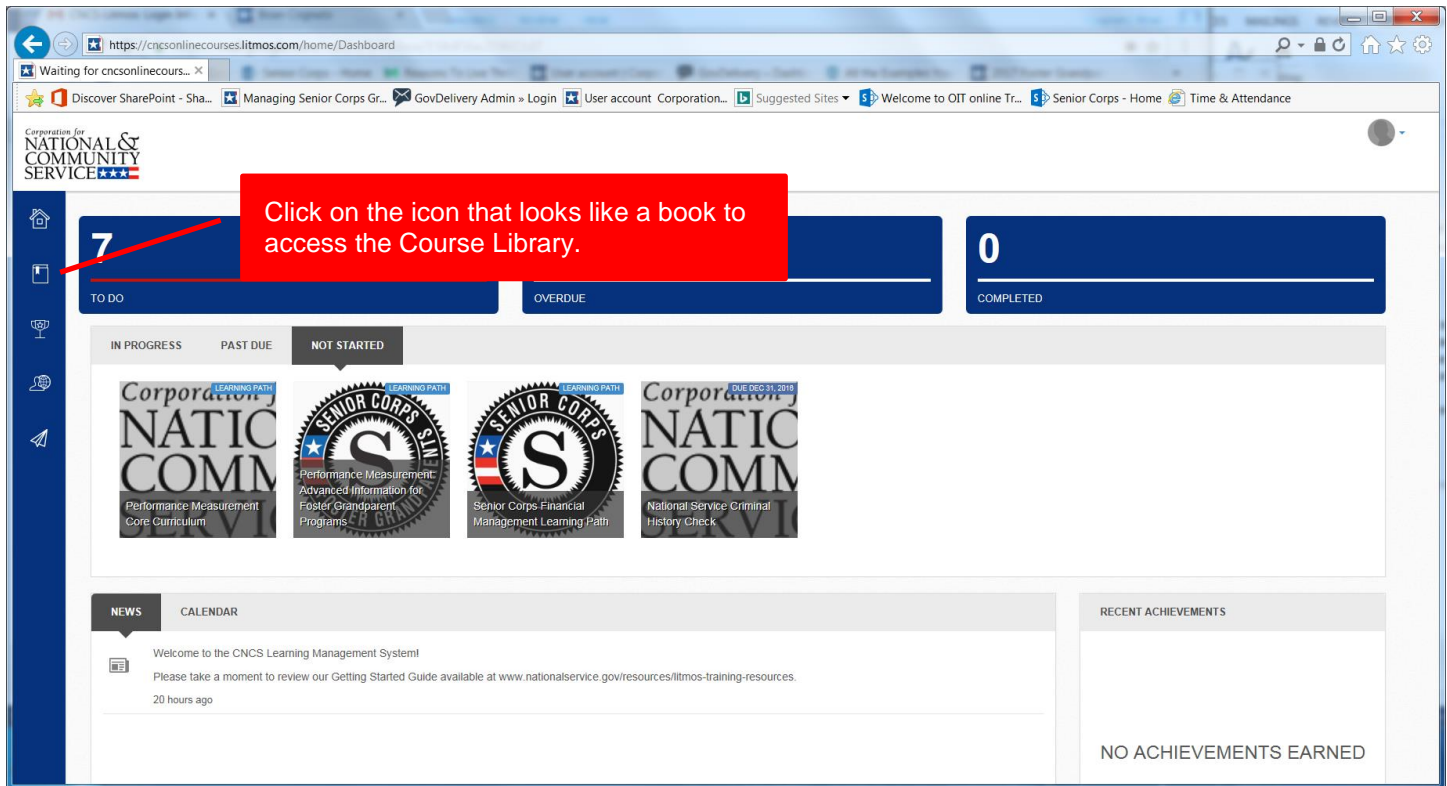


Figure 2 - Accessing the Course Library

You can find courses here in three ways:

- Browse:** All of the courses you see here are open to you. You may look through it and choose to take any courses that interest you. Click on the icon for that course to see a description of its content.
- Search:** Use the search box to enter a key term and see courses related to that concept.
- View courses by category, including courses developed for Senior Corps:** Click on the “Popular Categories” button to view courses by category. The courses listed in the “Senior Corps” category have all been developed with Senior Corps grantees in mind.

See Figure 3 for more information.

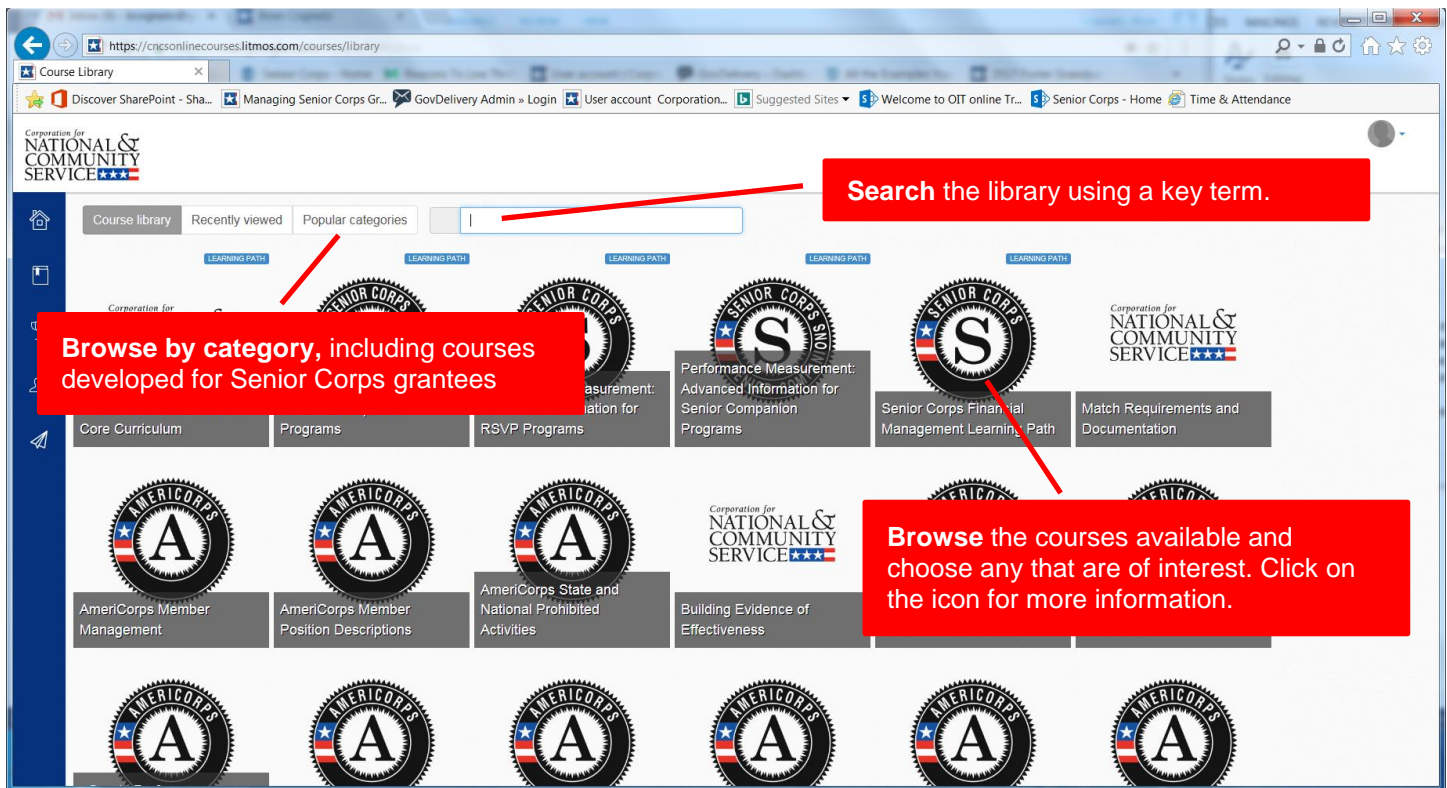


Figure 3 - Browse the icons, browse by category or search

What's Next?

Before you're finished with this orientation, you should take two more steps:

- Visit the Additional Resources section to access the Litmos Quick Start Guide, which has more information on all of Litmos' functionality.
- Take a look at the courses in the Senior Corps category, using the Course Library as described above. See if there's anything there that could help you!

Signing Out

All done? To sign out:

1. Click on the icon for your profile at the top of the page. If you customize your profile, this will be your picture. If not, it will look like a silhouette. (See Figure 4.)
2. Click "Sign Out"
3. You can come back anytime by visiting learning.nationalservice.gov.

Home - CNCS SurveyMonkey Analyze CNCS Online Courses - C

https://cnconlinecourses.litmos.com/home/Dashboard

Apps Managing Senior Corps Senior Corps - Home User account | Corporate GovDelivery » Dashboard CNCS Online Courses 5 keys for Section 508 FQT

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Click on the circle at the top-left of the screen to sign out. If you have customized your profile, it will have your picture. If not, it will be a silhouette. Then, click "Sign-Out."

IN PROGRESS PAST DUE NOT STARTED

COMPLETE UPDATED LEARNING PATH

Team Admin Learning Path

Performance Measurement Core Curriculum

Senior Corps Financial Management Learning Path

National Service Criminal History Check

Measuring Home Meal Delivery Activities

NEWS CALENDAR

Welcome to the CNCS Learning Management System!
Please take a moment to review our Getting Started Guide available at www.nationalservice.gov/resources/litmos-training-resources.
11 days ago

RECENT ACHIEVEMENTS

Senior Corps Litmos Orientation

What's New in the 2016 Senior Corps PRS

https://cnconlinecourses.litmos.com/home/Dashboard#

Figure 4 - Signing Out